

MEETING OF THE  
BOARD OF LIBRARY TRUSTEES  
SEPTEMBER 21, 2021  
Minutes

**Call to Order**

Chair Jonathan Gates called the meeting to order at 7:18 p.m. and in attendance were trustees Heather Calvin, Adam Delmolino, Kathy Fennelly, Amy Hampe, Stephen Quinlan, and Joyce Radochia. Also in attendance were Andrea Nicolay, library director, and Anna Litten, assistant library director, and Betsy Bartholomew, Toni Garvey, Stu Wilson of Library Strategies. Mr. Gates shared open meeting law information as it pertains to remote meetings and read the Resolution Acknowledging Native Lands.

**Strategic Plan Presentation by Library Strategies**

Stu Wilson of Library Strategies presented highlights from the input processes and discussed the four goal areas. Mr. Wilson discussed the three major input areas; the community survey, the staff survey, and the three focus groups. Mr. Wilson presented the strategic plan as a “big picture directional” document. This plan does not delve into specific work but offers the director and staff a direction for work plans for every area. Mr. Wilson discussed the mission statement changes and revised vision statements and the four goals of the strategic plan. Ms. Garvey told the board that the same themes came across via all three input methods. Ms. Garvey noted that recurring themes represent a strength in our plan; consensus on our needs moving forward. The board discussed specific feedback, creating priorities, and continued discussion around the future of the Fox branch space. The board discussed the process and next steps to bring the strategic plan to the community. Mr. Wilson discussed developing staff work plans, formatting for the final plan and tools to help share the plan with the community. The board discussed revisions and a final timeline for finishing the plan and opportunities to share the final draft with the working group. The board discussed the vision and values, acknowledging the work the library already does, and other changes to this document. The board will share suggested edits with Ms. Nicolay this week and Ms. Nicolay will incorporate edits into the draft plan. The Board will review the draft plan in October.

**Community Time**

There were no members of the community present.

**Approval of August 10 Meeting Minutes (vote)**

Mr. Delmolino moved to approve the minutes. Ms. Fennelly seconded the motion. Under guidance from the Attorney General’s office, the Board held a roll call vote. Ms. Radochia voted

aye, Mr. Quinlan voted aye, Ms. Hampe voted aye, Ms. Calvin voted aye, Mr. Gates voted aye. The Board approved the minutes.

### **Holiday Schedule (vote)**

The board discussed the two three day holiday closures, Memorial Day and Labor Day weekends. Ms. Calvin moved to approve the amended holiday schedule. Mr. Delmolino seconded the motion. The Board held a roll call vote. Ms. Radochia voted aye, Mr. Quinlan voted aye, Ms. Fennelly voted aye, Ms. Hampe voted aye, Mr. Gates voted aye. The Board approved the Holiday Schedule.

### **Computer Use and Public Internet Policy (vote)**

Ms. Nicolay discussed the revised and concise Computer Use and Public Internet Policy. The board discussed legal language in the policy, and responsible options for sharing information on safe internet use as well as violations of policy by community members. Ms. Nicolay will consult with the Town Council on the legal language for this policy.

### **Study Room Use Policy (vote)**

Ms. Nicolay discussed revisions to the Study Room Use Policy. The board reviewed the policy. Mr. Delmolino moved to approve the policy as amended. Mr. Quinlan seconded the motion. The Board held a roll call vote. Ms. Radochia voted aye, Ms. Hampe voted aye, Ms. Fennelly voted aye, Ms. Calvin voted aye, Mr. Gates voted aye. The Board approved the Study Room Use Policy.

### **Tutor Policy (vote)**

Ms. Nicolay discussed revisions to the Tutor policy. Mr. Quinlan moved to approve the policy as amended. Mr. Delmolino seconded the motion. The Board held a roll call vote. Ms. Hampe voted aye, Ms. Radochia voted aye, Ms. Fennelly voted aye, Ms. Calvin voted aye, Mr. Gates voted aye. The Board approved the Tutor Policy.

### **Draft Capital Plan FY23-FY27**

Ms. Nicolay discussed the Draft Capital Plan for FY23-27 and reported on her meeting with Adam Chapdelaine and Sandy Pooler. Fox construction costs will be included in the FY23-FY27 plan. Ms. Nicolay discussed the place of Robbins in the process and ways to add incremental steps towards better spaces into long term plans. Ms. Nicolay is building a plan for incremental improvements at Robbins. Ms. Nicolay reported that she is preparing a memo for the capital planning committee outlining intentions to include incremental requests in the next capital plan to build a more functional library ahead of a large scale construction project. The Board voiced disappointment that the plan for construction at Robbins is being delayed and voiced concern

that the Town is not serving a public facing building well. The Board discussed the Fox project and the role that Fox serves not just as a library building but as a town conference center. The Board discussed aligning incremental changes with the end vision of the ROL final project. The Board discussed setting priorities for incremental projects, including lighting, teen space, and bathrooms.

### **Director's Report**

The board reviewed the Director's Report and the circulation report. The Board discussed the hiring process for open positions and Delta variant precautions.

### **Foundation Liaison Update**

Ms. Calvin reported that the Foundation budgeted \$100,000 for donations line including \$15,000 for a wishlist for children's furniture. A major gift to the Foundation will fund the digitization of Advocate. Chris Grugan joined the foundation board.

### **Friends Liaison Updates**

Ms. Litten reported that the Friends of Robbins continue to plan for a full year of programs. Ms. Litten thanked the Friend of Robbins for collaborating to support a "Book and Art Sale" in conjunction with ACAC's open studio day in November. There was no notice of a Friends of Fox meeting.

### **Communications and Announcements**

There were no communications or announcements.

### **Unanticipated Items**

There were no unanticipated items.

**Date of Next Meeting:** October 12, 2021

### **Adjournment (vote)**

Ms. Fennelly moved to adjourn. The Board held a roll call vote. Ms. Radochia voted aye, Mr. Quinlan voted aye, Ms. Hampe voted aye, Mr. Delmolino voted aye, Ms. Calvin voted aye, Mr. Gates voted aye. The meeting adjourned at 9:47 p.m.

### **Materials Distributed:**

- September 21, 2021 Meeting Agenda
- August 10, 2021 Meeting Minutes

- The Public Library of Arlington, MA Draft Strategic Plan, 2022-2026, Robbins and Fox Libraries Staff Survey-- Summary Report, Robbins and Fox Libraries Focus Groups-- Session Notes, Robbins and Fox Libraries Community Survey--Summary Report
- Proposed Library Staff Holidays, Calendar Year 2022
- Computer Use and Public Internet Policy
- Study Room Policy
- Tutor Policy
- Library Director's August 2021 with Circulation Report